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Executive Registry

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NOTE FOR: ✓ DD/IC Staff
 General Counsel
 Inspector General
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FROM: EA/EXDIR

SUBJECT: Task Force Recommendation for the Agency's
 Secretarial Profession

Attached for your review is the draft report from the EXDIR's Secretarial Task Force. It does not vary substantially from what I briefed to you earlier, but considerably more detail has been added. The draft will be put into final form on 27 September for delivery to EXDIR on 30 September. Assuming that he will view the proposal favorably, it will be presented soon after to the Executive Committee for decision. In the interim, your comments and suggestions would be most welcome, and I am at your disposal should you wish to discuss further any or all parts of the secretarial system the Task Force is proposing.

I would like also to brief the proposal to a cross section of the secretaries in the DCI area and get their comments as well. My contact with the "E" Career Service secretaries on this project thus far has been limited to your representatives on the DCI Area Secretarial Task Force, which was formed to comment on a recent PMCD secretarial study. It is time to expand that contact now that we have a fairly well thought-out approach in hand. I have reserved Room 1E74 at Headquarters from 1000 to 1200 on Monday, September 23 for this presentation. Each of you are invited to send not more than five secretaries from your organization to attend this session (the room only seats). I would be more than happy to schedule additional presentations for the balance of the secretaries--and managers--in your office at your convenience.

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